

## For learners

Your Digital Mentor will use this questionnaire to get a better picture of your current digital skill level. Please complete as many questions as you can.

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1. Which device(s) are you interested in learning more about?

(Tick all that apply)

Computer  Tablet  Smartphone  I'm not sure

2. Which of the following do you feel confident using?

(Tick all that apply)

Keyboard  Touchscreen  Mouse

3. Have you used the internet before?

No  Yes, I've used it for \_\_\_\_\_

\_\_\_\_\_

4. Do you have an email address? (which you have access to)

Yes  No  Yes, but I'm not sure how to use

5. Have you ever completed a form online?

Yes  No  Not Sure

6. Have you ever used a search engine to find the information you need online?

Yes  No

7. Do you feel confident using a computer to create documents?

Yes  No

8. Do you want to learn more about how to stay safe online?

Yes  No

## For Digital Mentors

This part of the questionnaire will help a Digital Mentor to see the current digital skill level of a learner. The questions are based upon the session plans available on the **Be Connected** website and will help you to recommend which sessions are appropriate for the learner.

### 1. Which device(s) are you interested in learning more about?

If learners tick the following options:

- ✓ **Computer:** recommended session *Using a computer.*
- ✓ **Tablet:** recommended session *Using a touchscreen.*
- ✓ **Smartphone:** recommended session *Using a touchscreen.*
- ✓ **I'm not sure:** recommended action: Recommend both of the sessions above, as this may give the learner more of an idea about the different devices available.

### 2. Which of the following do you feel confident using?

If learners do not tick an option:

- Keyboard:** recommended session: *Using a keyboard.*
- Touchscreen:** recommended session: *Using a touchscreen.*
- Mouse:** recommended session: *Using a mouse.*

### 3. Have you used the internet before?

- ✓ **No:** recommended session *Using the internet.*
- ✓ **Yes:** recommended action - Depending on what the learner has used the internet for before, they may benefit from the *Using the internet* session to increase their confidence in certain areas.

### 4. Do you have an email address? (which you have access to)

- ✓ **Yes:** recommended action - Explain that the *Using email* session covers things like attaching files to emails and understanding how to spot spam or scam emails.
- ✓ **No or Yes but I'm not sure how to use it:** recommended session *Using email.*

### 5. Have you ever completed a form online?

- ✓ **Yes:** move onto next question.
- ✓ **No or Not Sure:** recommended session *Using online form.*

### 6. Do you feel confident using a computer to create documents?

- ✓ **Yes:** move onto next question.
- ✓ **No:** recommended session *Creating documents.*

### 7. Have you ever used a search engine to find the information you need online?

- ✓ **Yes:** move onto next question.
- ✓ **No:** recommended session *Using search engines.*

### 8. Do you want to learn more about how to stay safe online?

- ✓ **Yes and Not Sure:** recommended session *Introduction to internet safety.*
- ✓ **No:** recommended action - Learning how to stay safe online is important for everyone. You could provide learners who don't attend with the resources from the *Introduction to internet safety* session.